

# STATE OF MINNESOTA CLEAN WATER COUNCIL (CWC)

## COUNCIL MEMBER PER DIEM AND EXPENSES POLICY (*effective date:* \_\_\_\_\_)

A. PER DIEM (\$55/day): Per diem is authorized for Council members for the following:

1. One per diem for regular monthly Council meetings, meetings of committees to which members are assigned, and special meetings, tours, or training called by the Council Chair or the Council. This does not apply to meetings of organizations, groups and local governments that are the primary responsibility of CWC staff.
2. One per diem for four or more hours spent in preparation time for each Council meeting, each committee meeting or each special meeting of the Council. Preparation time in excess of four hours for a meeting cannot be banked.
3. One per diem is authorized for the day prior *and* the day after for travel by Council members for a regular meeting, special meeting of the Council or committee meeting where Council members travel more than 200 miles each way using vehicular transportation.
4. One per diem is authorized for the day prior *or* the day after for travel by a Council member for a regular meeting, special meeting of the Council, or committee meeting where Council members travel more than 100 miles each way using vehicular transportation.
5. Per diem incurred at other functions such as those sponsored or coordinated by the stakeholder groups related to the Council such as the Farmers Union, Association of Minnesota Counties (AMC), the Minnesota Association of Soil and Water Conservation Districts (MASWCD), and the Minnesota Association of Watershed Districts (MAWD), etc. under the conditions defined in items 1 through 4 if authorized by the Council, the Chair of the Council, or the Council staff.
6. Full-time employees of the State or one of its political subdivisions are not eligible to receive a per diem payment per Minn. Stat. § 15.0575, subd. 3.
7. In *no* instances will more than one CWC per diem payment per day be permitted under this policy.
8. Participation in regular monthly Council meetings, meetings of committees to which members are assigned, and special meetings called by the Council Chair or the Council staff via conference call, videoconference, internet technology or other similar means is considered the same as participation in-person for per diem or expense purposes.

B. EXPENSES: Expenses are authorized for Council members according to the following criteria:

1. Expenses incurred by Council members for attendance at meetings and events as described in items A1 -A5 will be reimbursed consistent with those authorized under the commissioner's plan adopted under Minn. Stat. § 43A.18, Subd. 2.

Reimbursable expenses may include, but are not limited to, the following: Commercial transportation (air, taxi, rental car, etc.); Meals including tax and a reasonable gratuity; Hotel and motel accommodations; Parking fees and toll charges.

Council members who use their personal office equipment, supplies and services in part to receive and generate telephone, fax, e-mail or other electronic messages related to Council activities, are eligible for a reimbursement for such equipment, supplies and services up to an amount not to exceed \$50 per month.

2. Child care expenses incurred because of monthly Council meetings, special or committee meetings of the Council shall be compensated as defined in Minn. Stat. § 15.0575, Subd. 3.
3. Vehicle travel will be reimbursed at the standard Federal IRS mileage rate in effect at the time of travel.
4. Council members who are employees of the State or one of its political subdivisions may receive payment for their expenses incurred in performing their Council member activities, unless those expenses are reimbursed by another source.
5. The Internal Revenue Service (IRS) requires business expenses to be submitted for reimbursement within 60 days after the expense is incurred or the trip ends. If not submitted within 60 days, the reimbursement becomes taxable for federal, state, FICA and Medicare; and withholding tax must be taken.

C. MEETING COORDINATION: The Council directs committee members and staff to schedule additional meetings in conjunction with other Council meetings whenever possible.